

SECRET

# SPECIAL BULLETIN

OFFICE OF TRAINING



9 October 1969

To: Senior Training Officers  
Training Officers of the Support Services

## SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

Commencing with the 2 - 6 March 1970 running of the course, quotas have been adjusted as follows to accommodate two students each from the other Directorates:

Office of Communications	12
Office of Security	11
Office of Logistics	6
Office of Finance	6
Office of Personnel	5
Office of Training	2
Audit Staff	2
Office of the Deputy Director for Support	3
Office of Medical Services	1
Clandestine Service	2
Directorate of Intelligence	2
Directorate of Science and Technology	2

Although the general grade requirement for attendance remains GS-9 through GS-15, to assure a continuing input of women into the course, exceptions will be made on an individual basis to accommodate senior secretaries in grades GS-6, 7, and 8 from Offices and Divisions of the Support Services.

Students are expected to remain overnight each night for the four evenings during the course. Exceptions, based upon family or work emergencies and attendance at night school courses, are made by the Course Administrator, REDACTED

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On occasion, some students appear, at least initially, less than enthusiastic over having been "put in" <sup>This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.</sup> that they would attend the

(Over, please)

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course. Such unfortunate situations could be prevented or alleviated if supervisors and Training Officers would explain beforehand the objectives of the course and the basis for selection.

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